



Tony Evers, Governor of Wisconsin
Mark Afable, Commissioner of Insurance

Town Mutual Annual Statement Filing Instructions

The Office of the Commissioner of Insurance (OCI) has implemented a Financial Filing Portal for companies to securely make filings electronically with the Division of Financial Regulation. Use of the Financial Filing Portal is requested for all town mutuals. Prior to making your first filing, you must get a login and password to the Financial Filing Portal. Please refer to the instructions located at:

<https://oci.wi.gov/Pages/Companies/MakeFinancialFilings.aspx>

Important: Please upload each individual filing separately, using the appropriate document type on the portal. Submit each filing as one document, but do not combine different filing type documents together (e.g., Financial Statement, Signature page, CPA Checklist, should be submitted as three different documents).

Premium Taxes (Fire Dues Report and Schedule of Fees)

The Fires Dues Report and Schedule of Fees should be filed as one document through the Financial Filing Portal. This filing is due **MARCH 1st**. Please refer to oci.wi.gov/Pages/Companies/PremiumTax.aspx for remittance of taxes and fees.

The name in the portal will be: **"Sch of Taxes and Fees"**.

Annual Statement and Signed Signature Page

Companies are required to complete the annual statement electronically, using the Excel template located on the OCI website at:

oci.wi.gov/pages/OCIForms/TownMut.aspx

In addition to the Excel file, companies are required to submit a PDF version of the annual statement as well, this PDF version along with a separate signed Signature Page is the official public filing. [Note; The Excel file includes a macro for creating a PDF version.]

Companies are requested to submit both versions of the annual statement (Excel and PDF) through the Financial Filing Portal by February 15th

The named in the portal are:

- **Financial Statement (PDF)**
- **TM Electronic Annual Statement (Excel File)**
- **TM Signature Page**

Please note that starting in 2020 reporting year, the NAIC Company Code (CoCode) is required to be entered on Jurat page. The CoCodes are listed at the end of these instructions.

CPA Audited Financial Statements

The following additional Wisconsin forms are due June 1. You will have to file one of the following:

- **CPA Audit Report/Checklist** (Under ch. Ins 50, Wis. Adm. Code), **OR**
- **CPA Audit Exemption** Under ch. Ins 50, Wis. Adm. Code

The names in the portal are:

CPA Audit Report/Checklist:

- **Audited Financial Statements**
- **Accountants Qualification Letter**
- **Communication of Internal Control Related Matters Noted in Audit**
- **CPA Audit Checklist**

Or if exempt:

- **Town Mutual Audit Exemption Affidavit**

Reinsurance Contract

Submit all executed reinsurance contracts as one document through the Financial Filing Portal, no later than March 1st.

The name in the portal is: **TM Reinsurance Contract**

Holding Company Registration Statement (Form B/C), Material Transaction (Form D)

Companies that are members of a holding company system are required to submit a Form B/C (Annual Holding Company Registration Statement) and Form D (if applicable) through the Financial Filing Portal, no later than June 1st.

The name in the portal is: **Holding Company Registration** (Form B and C)

Form F

Companies that are members of a holding company system are required to submit a Form F (Enterprise Risk Report) through the Financial Filing Portal, no later than June 1st.

The name in the portal is: **Form F**

Corporate Governance Annual Disclosure Filing

All companies are required to file the Corporate Governance Annual Disclosure filing by June 1st.

The name in the portal is: **Corporate Governance Annual Disclosure**

NAME	NAIC COMPANY CODE
ALL-STAR TOWN MUTUAL	11270
ARLINGTON MUTUAL FIRE INS CO	11785
ASHLAND COUNTY TOWN INS CO	11784
BARABOO FARMER'S MUTUAL INS CO	11783
BARRON MUTUAL INS CO	11782
BERRY & ROXBURY MUTUAL INS CO	11781
BLOOMINGTON FARMERS MUTUAL INS CO	11780
BRISTOL TOWN INS CO	11779
CALEDONIA MUTUAL FIRE INS CO	11778
CLARNO MUTUAL INS CO	11776
COLUMBUS MUTUAL TOWN INS CO	11774
DARLINGTON MUTUAL INS CO	11769
DUPONT MUTUAL INS CO	11768
FALL CREEK	11765
FARMERS TOWN MUTUAL INS CO	11764
FLYWAY MUTUAL INS CO	11763
FRANKLIN FARMERS MUTUAL INS CO	11760
GREEN COUNTY MUTUAL INS CO	11759
(ETTRICK)HEARTLAND MUTUAL INS CO	11766
HELENVILLE MUTUAL INS CO	11757
HENRIETTA GREENWOOD & UNION MUTUAL FIRE INS CO	11756
HOLLAND MUTUAL FIRE INS CO	11755
JAMESTOWN MUTUAL INS CO	11752
KENOSHA COUNTY MUTUAL INS CO	11751
LAPRAIRIE MUTUAL INS CO	11750
LEBANON CLYMAN MUTUAL INS CO	11749
LIBERTY MUTUAL FIRE INS CO	11748
LUCK MUTUAL INS CO	11744
MARCELLON-COURTLAND SPRINGVALE MUTUAL INS CO	11743
MEDINA MUTUAL INS CO	11742
MERRIMAC-LODI MUTUAL INS CO	11741
MT PLEASANT-PERRY MUT INS CO	11735
NEW HOPE MUTUAL INS CO	11734
NORTHEASTERN MUTUAL INS CO	11732
NORTHERN FINNISH MUTUAL INS CO	11731
PELLA MUTUAL INS CO	11729
PRICE COUNTY TOWN MUTUAL INS CO	11728

RACINE COUNTY MUTUAL INS CO	11727
REEDSBURG WESTFIELD MUTUAL INS CO	11726
RIVER FALLS MUTUAL INS CO	11725
RIVER VALLEY MUTUAL INS CO	11607
SENECA SIGEL MUTUAL INS CO	11723
SOUTH CENTRAL MUTUAL INS CO	11721
SOUTHEAST MUTUAL INS CO	11719
SPRING GROVE MUTUAL INS CO	11718
STOCKHOLM TOWN MUTUAL INS CO	11717
SUGAR CREEK MUTUAL INS CO	11713
THERESA MUTUAL INS CO	11658
TRADE LAKE MUTUAL INS CO	11655
TRI COUNTY MUTUAL TOWN INS CO	11653
WASHINGTON TOWN MUTUAL INS CO	11638
YORKVILLE & MT PLEASANT MUTUAL INS CO	11425